

ANNEXATION CHECKLIST

Applications must contain the following information in the format described. Applications will not be accepted if required items are missing or incomplete. Submittals may require additional items.

1. **Completed Annexation Application signed by Property Owner(s)**
 2. **Application Fee - \$300.00**
 3. **Letter of Intent - Detailing proposal**
 4. **4 copies of Annexation Maps (8 ½" x 11")** (Maps shall include Surveyor Stamp, signature & date. Submit signed and stamped Mylars (18" x 24") when all issues have been addressed.
 5. **One copy of:**
 - A. **Annexation Petition**
(All owners must sign, date, print name, and provide mailing addresses on the Petition). Do not use white out and mark the original signed petition as "original". No signature shall be dated more than 180 days prior to the date of filing the Petition with the City Clerk.)
 - B. **Legal description(s) of parcel(s) to be annexed and legal description of boundary of area to be annexed** (Word format)
 - C. **Affidavit of Circulator**
The Affidavit of Circulator must be completed by the circulator (no owners). Insert number of pages, sign before Notary, and dated no earlier than the final owner's signature on the Annexation Petition. Do not use white out, and mark the original signed affidavit as "original".
 6. **Title Commitment (1 copy)**
 7. **Copy of Utility Extension Agreement (if applicable 1 copy)**
 8. **Annexation Information Form (1 copy)**
 9. **All public and/or private agreements**
- All Annexations require separate applications for Zoning, and Conceptual Site Plans which are processed concurrently with the Annexation application.
 - An Annexation Agreement will also be required to be executed by the property owner(s).

ANNEXATION MAP TO INCLUDE:

- | | |
|--|--|
| • Annexation name | • Existing building footprints |
| • Legal description | • Existing environmental features (i.e. trees, utility lines, water wells, etc.) |
| • Vicinity map (scale: 1" = 600') | • Existing oil and gas wells |
| • North arrow and graphic scale | • Floodplains |
| • Surveyor's Certificate Annexation boundaries (to include the full width of the adjacent rights-of-way, if not already annexed into the City) | • Adjacent right-of-ways |
| • Existing City boundary (show minimum 1/6 contiguity with existing City boundary) | • Major easements |

The attached examples may not include each element of the list. However, each element should be reviewed for inclusion on a submittal.

**ANNEXATION APPLICATION FORM
FEE - \$300**

ALL PERTINENT INFORMATION ON THIS FORM MUST BE COMPLETED

Application Date: _____

Project Description/Reason for Application: _____

Applicant: _____ **Telephone:** _____

Address: _____ **Email:** _____

Signature: _____ **Print Name:** _____

The signature of the applicant, if they are the property owner, signifies that they will represent themselves in this request to the City. All communications will be sent to the applicant. If the applicant is not the property owner, the property owner information is needed and the property owner needs to sign this request. The signature of the property owner acknowledges their awareness of the request being made on their behalf and authorizes the identified applicant to represent the owner in the request being made to the City of Thornton.

Land Owner: _____ **Telephone:** _____
(If the same as applicant-put "same")

Address: _____ **Email:** _____

Signature: _____ **Print Name:** _____

Land Owner: _____ **Telephone:** _____
(If the same as applicant-put "same")

Address: _____ **Email:** _____

Signature: _____ **Print Name:** _____

NOTE – If there are more than two owners, a letter/letters containing their signatures must be attached to the application authorizing the applicant to act on behalf of the identified owner(s).

Office Use Only:

Case Number: _____ **Intake Review By:** _____

Hansen Number: _____ **Planner Assigned to Case:** _____

Development Submittal Instructions

City of Thornton land use applications may now be submitted electronically or in person. Please follow the steps below to assist you in submitting your proposal or for resubmitting documents.

By Email or File Transfer Site:

- If your attachments are less than 7MB: Email your application and supporting PDF documentation to developmentsubmittals@thorntonco.gov
 - 1) Please state in your email if you wish to pay by credit card over the phone, mail in a check, or hand deliver payment. Case processing will not begin until the fee is paid.
 - 2) You will be contacted by city staff once the documents have been received, accepted as complete and to confirm payment for new and applicable submittals.
- If your attachments are larger than 7MB: Upload your submittals through Google Drive using the following instructions:
 - 1) If you do not have one already, please create a Gmail Account. They have directions on creating an email account here: <https://support.google.com/mail/answer/56256?hl=en>
 - 2) Use the link [here](#) or copy/type the URL Below into your browser:
<https://drive.google.com/open?id=1szCf8FVIGO76naq-xwQvFggt61otfAhi>
 - 2) Email developmentsubmittals@thorntonco.gov when you have completed your upload indicating your application has been submitted.
 - 3) Please state in your email if you wish to pay by credit card over the phone, mail in a check, or hand deliver payment. Case processing will not begin until the fee is paid.
 - 4) You will be contacted by city staff once the documents have been received and to confirm payment.

Notice to All Applicants

- A check-in meeting with staff is required as part of every application submittal.
- If paying with a credit card, please submit the application materials by 4:00 p.m. so we can process the card the day of the submittal.
- Applicants will be given a written summary and verbal explanation of any deficiencies that need to be corrected.
- If you have any questions, contact City Development at 303-538-7295.

City of Thornton

City Development
9500 Civic Center Dr.
Thornton, CO 80229

303-538-7295

CITY OF THORNTON ANNEXATION INFORMATION SHEET

The following information is necessary in order to prepare documents required for the annexation of land into the City of Thornton. Please provide all information requested.

Date: _____

NAME OF ANANEXATION: _____

LOCATION: Section _____, Township _____, Range _____

BRIEF DESCPTION OF LOCATION: _____

(ATTACH COMPLETE LEGAL DESCRIPTION)

SIZE IN ACRE: _____ ZONING REQUESTED: _____

CONTACT PERSON: Name _____
Address _____
Phone _____
Email _____

EXISTING CONTRACTUAL AGREEMENTS ON PROPERTY: (PLEASE SPECIFY)

UTILITY EXTENSION
POLICY CONTRACT
(Name, Recording Information)

ANNEXATION
(Name, Recording Information)

OTHER (PLAT/PD)
(Name, Recording Information)

CHECK ONE:

A) 100% of owners signed _____

B) Less than 100% of owners signed _____ % signed

SCHOOL DISTRICT(S): _____

SPECIAL DISTRICT(S): _____

FOR OFFICE USE ONLY

REVIEW OF ABOVE INFORMATION BY: _____

DATE PETITION FILED: _____

FILING FEE PAID: _____

PETITION INFORMATION AND NOTICE SENT TO:

A) County Commissioners Date Due _____
B) County Attorney Date Due _____
C) School District(s) Date Due _____
D) Special District(s) Date Due _____

MISCELLANEOUS DATES:

Date 1 _____ Filing Deadline for Completed Packet
Date 2 _____ City Council Resolution on Petition Hearing
Date 3 _____ City Council 1st Reading
Date 4 _____ City Council 2nd Reading

ANNEXATION PROCEDURES

THE FOLLOWING PROCEDURES OUTLINE THE PROCESS FOR ANNEXING LAND TO THE CITY OF THORNTON. ZONING AND A CONCEPTUAL SITE PLAN FOR THE PROPERTY IS ESTABLISHED CONCURRENTLY WITH THE ANNEXATION.

1. Applicant obtains annexation application packet from City Development Department or at the City website by clicking on the following website link:
<https://www.thorntonco.gov/government/citydevelopment/Pages/development-applications.aspx>
2. Applicant should meet with a Planner to informally discuss the proposal. Annexation Agreements may be negotiated prior to or after submittal of the annexation application submittal.
3. Applicant submits annexation application, annexation maps, agreement, petition, and other required documents to the City Development Department.
4. The application is routed to City Departments and outside agencies for review.
5. A Neighborhood meeting is held to provide information about the proposal and gather input from the landowners in the vicinity at least 15 days prior to the required public hearing.
6. City Council adopts a resolution accepting or denying annexation petition. If petition is accepted, a hearing date is scheduled by City Council. The hearing shall be held not less than thirty days nor more than sixty days after the effective date of the resolution setting the hearing.
7. Annexation petition is routed to City Clerk and slated for City Council action on setting a public hearing date at City Council.
8. Notice of public hearing is published four times; the first notice is a minimum of 30 days prior to the public hearing date.
9. Adams County and affected special districts and school districts are notified a minimum of 25 days prior to the public hearing date.
10. City Council holds a public hearing on the annexation proposal.
11. If approved by City Council on first reading, annexation proposal is scheduled for second reading by City Council.
12. City Council holds a second reading on the annexation proposal.
13. Applicant produces a Mylar (18" x 24") of the approved annexation map for recording.
14. Annexation Map and approval ordinance are filed with Adams County Clerk and Recorder.
15. Annexation process is complete, with annexation effective as stipulated in the recorded approval ordinance.

PETITION FOR ANNEXATION

Project Name

The undersigned, in accordance with Article 12, Chapter 31, C.R.S., as amended, hereby petition(s) the City Council of the City of Thornton, Colorado, for annexation to the City of Thornton of the following described unincorporated territory situate and being in the County of Adams, State of Colorado, to wit:

(LEGAL DESCRIPTION)

Exhibit A

Petitioner(s) further state(s) as follows:

- (1) That it is desirable and necessary that such area be annexed to the City of Thornton, Colorado.
- (2) That the requirements of Sections 31-12-104 and 31-12-105 of the Colorado Revised Statutes exist or have been met.
- (3) That not less than one-sixth of the perimeter of the area proposed to be annexed is contiguous with the existing boundary of the City of Thornton, Colorado.
- (4) That a community of interest exists between the area proposed to be annexed and the City of Thornton, Colorado.
- (5) That the territory proposed to be annexed is urban or will be urbanized in the near future.
- (6) That the territory proposed to be annexed is integrated with or is capable of being integrated with the City of Thornton, Colorado.
- (7) That, in establishing the boundaries of the territory proposed to be annexed, no land held in identical ownership, whether consisting of one tract or parcel of real estate or two or more contiguous tracts or parcels of real estate:
 - (a) Is divided into separate parts or parcels without the written consent of the landowner(s) thereof, unless such tracts or parcels are separated by a designated street, road or other public way;
 - (b) Comprising twenty (20) acres or more which, together with the buildings and improvements situated thereon has a valuation for assessment in excess of two hundred thousand dollars (\$200,000) for ad valorem tax purposes for the year preceding the annexation is included within the territory proposed to be annexed without the written consent of the landowner(s).

(8) That in establishing the boundaries of the area proposed to be annexed, the entire width of any street or alley is included within the area annexed.

(9) That the signers of this Petition for Annexation comprise more than fifty percent (50%) of the landowners of the territory proposed to be annexed, exclusive of streets, and by their signatures have attested to the facts and agree to the conditions herein contained negating the necessity for any annexation election.

(10) That the signers of this Petition for Annexation are landowners of more than fifty percent (50%) of the area proposed to be annexed, excluding public streets and alleys.

(11) That no part of the territory proposed to be annexed is more than three (3) miles from a point on the boundary of the City of Thornton as such was established more than one year before this annexation is effective.

(12) That the territory proposed to be annexed by the City of Thornton or substantially this same area has not been the subject of an election for annexation to the City of Thornton within the preceding twelve (12) months.

(13) That the territory proposed to be annexed is located within the following special district(s) and no other(s):

Insert Special Districts here

(14) That the mailing address of each signer, the legal description of the landowner by each signer and the date of signing of each signature are all shown on this Petition for Annexation.

(15) That no person has signed this Petition for annexation more than one hundred eighty (180) days prior to the date of filing the Petition for Annexation with the Thornton City Clerk.

(16) That this Petition for Annexation is accompanied by four (4) prints of the annexation map containing the following information:

(a) A written legal description of the boundaries of the territory proposed to be annexed.

(b) A map showing the boundary of the territory proposed to be annexed, such map prepared and containing the seal of a registered engineer or land surveyor.

(c) Within the annexation boundary map there is shown the location of each ownership tract in unplatted land, and if part or all of the area is to be platted, then the boundaries and the plat number of plots or of lots and blocks are shown.

(d) Next to the boundary of the territory proposed to be annexed is drawn the contiguous boundary of any other municipality abutting the territory proposed to be annexed.

(17) That the area proposed to be annexed will not result in the detachment of area from any school district.

(18) That the territory proposed to be annexed is not presently a part of any incorporated city, city and county, or town.

(19) That the legal description of the land owned by each signer of this petition is set forth in Exhibit "A" attached hereto and hereby incorporated as if fully set forth herein.

(20) That upon the annexation ordinance becoming effective, all lands within the territory proposed to be annexed shall become subject to the Charter of the City of Thornton, Colorado, and all ordinances, resolutions, rules and regulations of the City of Thornton, except for general property taxes, which shall become effective January 1 of the next seceding year following passages of the annexation ordinance.

(21) That in the event an Annexation Agreement satisfactory to both the Petitioner and the City of Thornton, Colorado, is not entered into and fully executed by the Petitioner or the City on or before the date of the second reading of the ordinance to effectuate the annexation contemplated in this Petition for Annexation, the effect of which shall be as if no Petition had ever been executed and filed with the City of Thornton.

THEREFORE, the Petitioner(s) request that the City Council of the City of Thornton, Colorado, approve the annexation of the territory described herein.

Signature of Landowner

Date of Signature

Print Name: _____

Title: _____

Mailing Address: _____

Are you a resident of territory to be annexed? Yes _____ No _____

Legal Description of land owned by signer: _____

Signature of Landowner

Date of Signature

Print Name: _____

Title: _____

Mailing Address: _____

Are you a resident of territory to be annexed? Yes _____ No _____

Legal Description of land owned by signer: _____

Signature of Landowner

Date of Signature

Print Name: _____

Title: _____

Mailing Address: _____

Are you a resident of territory to be annexed? Yes _____ No _____

Legal Description of land owned by signer: _____

AFFIDAVIT OF CIRCULATOR

The undersigned, being of lawful age, who being first duly sworn upon oath deposes and says:

That (he or she) was the circulator of the foregoing Petition for Annexation of lands to the City of Thornton, Colorado, consisting of ____ pages; including this page and that each signature thereon was witnessed by your affiant and is the true signature of the person whose name it purports to be.

Signature of Circulator

Date of Signature

Print Name: _____

STATE OF COLORADO)) ss.
COUNTY OF _____)

The foregoing AFFIDAVIT OF CIRCULATOR was subscribed and sworn to before me this ____ day of _____, 20__, by _____.

Witness my hand and official seal.

(SEAL)

Notary Public

My commission expires: _____

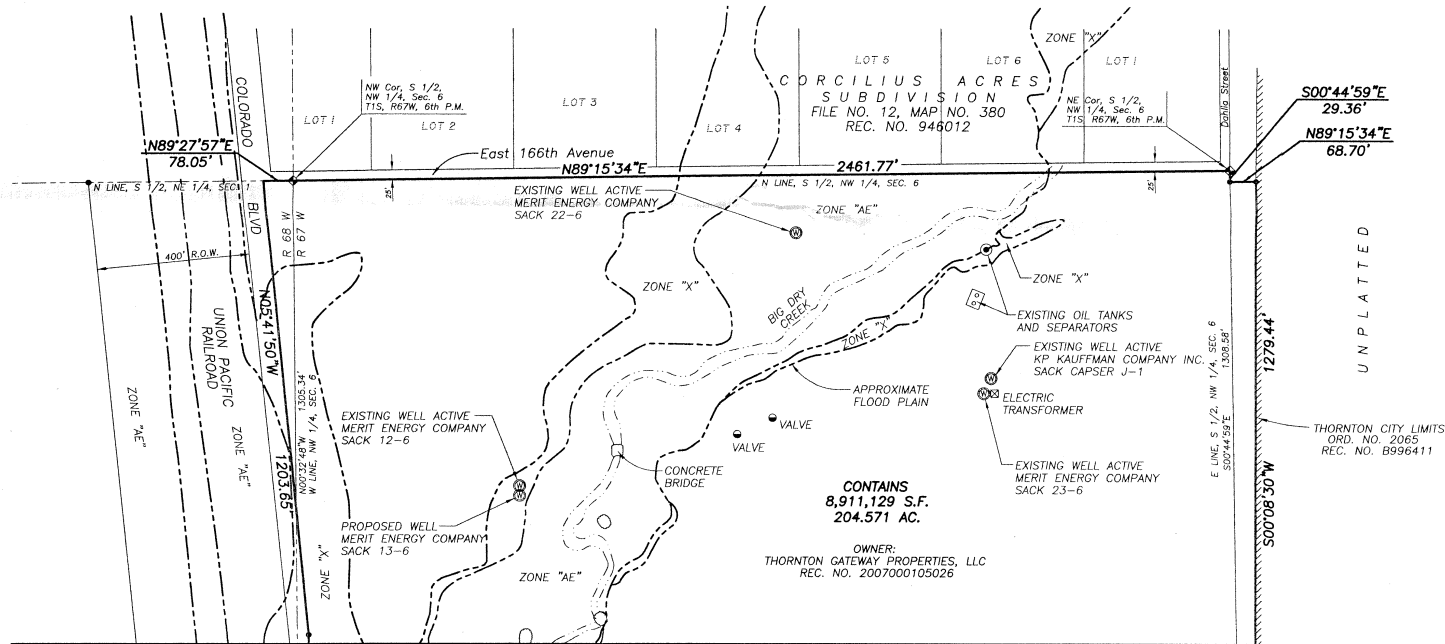
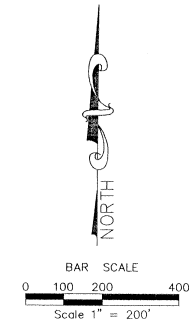
RECEPTION NO. _____

NORTH END STATION ANNEXATION MAP

ANNEXATION TO THE CITY OF THORNTON
LOCATED IN SECTION 6, TOWNSHIP 1 SOUTH, RANGE 67 WEST AND
THE SOUTH HALF OF THE NORTHEAST QUARTER OF SECTION 1,
TOWNSHIP 1 SOUTH, RANGE 68 WEST OF THE SIXTH PRINCIPAL MERIDIAN,
COUNTY OF ADAMS, STATE OF COLORADO
(FOR ANNEXATION PURPOSES ONLY)
SHEET 2 OF 3

LEGEND

- ANNEXATION BOUNDARY
- EXISTING CITY LIMITS
- 100 YEAR FLOOD PLAIN LIMITS
- FLOWLINE OF STREAM
- TOP RESERVOIR/POND
- SECTION LINE
- WELLS
- TREES
- OIL TANKS
- SECTION CORNER
- ELECTRIC TRANSFORMER
- OIL SEPARATOR
- VALVE



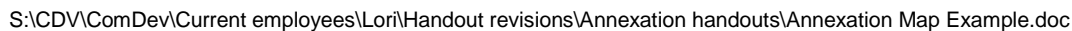
MATCH LINE (SEE SHT 3)

REV: 06-25-08
REV: 05-29-08
REV: 03-02-08
REV: 03-14-08 Job No. 05012

Vigil Land Consultants
SURVEYORS

480 Yuma Street ■ Denver, Colorado 80204
Off: (303) 436-9233 ■ Fax: (303) 436-9235

ANNEXATION TO THE CITY OF THORNTON
LOCATED IN SECTION 6, TOWNSHIP 1 SOUTH, RANGE 67 WEST AND
THE SOUTH HALF OF THE NORTHEAST QUARTER OF SECTION 1,
TOWNSHIP 1 SOUTH, RANGE 68 WEST OF THE SIXTH PRINCIPAL MERIDIAN,
COUNTY OF ADAMS, STATE OF COLORADO
(FOR ANNEXATION PURPOSES ONLY)
SHEET 3 OF 3





City Hall
9500 Civic Center Drive
Thornton, Colorado 80229-4326

City Development Department
303-538-7295
FAX 303-538-7373
www.cityofthornton.net

INTAKE PROCESS FOR NEW APPLICATIONS

Staff will accept new complete submittals 8:00 a.m. to 5:00 p.m. Monday through Friday. A check-in meeting with staff is required as part of every application submittal. This could be done in person or on the phone.

If paying with a credit card, please submit the application materials by 4:00 p.m. so we can process the card the day of the submittal.

No incomplete applications will be held by staff. Applicants must take their incomplete packets with them and return with complete applications.

Applicants will be given a written summary and verbal explanation of any deficiencies that need to be corrected.

Using independent couriers to make formal submittals is at the Applicant's risk. Couriers need to be able to return incomplete submittals to the sender. If the courier refuses to wait for a sufficiency review or to return materials to the sender, the Applicant will be called to retrieve the items within a week or the materials will be recycled.

If you have any questions, please feel free to call the City Development Department at 303-538-7295.